



Vacancy Announcement
(Announcement Number: 20-01)

USAID/Nepal invites applications for employment from all interested and qualified candidates for the position of Project Management Specialist-Family Planning, HIV/AIDS, and Social Marketing Team Leader in Health Office, under a Foreign Service National (FSN) Personal Services Contract (PSC) subject to availability of funds.

OPEN TO: All interested and qualified candidates

POSITION: Project Management Specialist- Family Planning, HIV/AIDS, and Social Marketing Team Leader -FSNPSC -12

OPENING DATE: January 11, 2020

CLOSING DATE: January 27, 2020 – 5:00 P.M Kathmandu time

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

The Team Leader (TL) for Family Planning, HIV/AIDS, and Social marketing is a senior-level FSN professional in the USAID/Nepal Health Office (HO). Operating with a minimal degree of supervision, the TL reports directly to HO's Director.

The TL provides counsel and technical and programmatic recommendations in the areas of family planning, HIV/AIDS, and social marketing to both Mission and HO leadership. The TL must use advanced supervisory skills and expertise to supervise five or more staff, which currently include two FSN-11 grade Specialist and two expat Advisors, and one mid-level FSN-9 employee. The TL is expected to actively participate as a USAID/Nepal senior representative in central-level Ministry of Health and Population (MOHP) policy development meetings; donor and implementing partner coordination meetings; and program and technical workshops and seminars. The TL's main responsibilities include staff supervision, technical leadership, and acting as a senior-level liaison with MOHP officials and other Government of Nepal (GON) officials within the MOHP and other line ministries.

The TL has a wide range of responsibilities. The TL is expected to liaises with a diverse array of MOHP entities including the Department of Health Services, as well as its Management, Epidemiology and Disease Control, and Family Welfare divisions. Additionally, the TL must work closely with the MOHP's National Center for AIDS and STD Control (NCASC). The TL serves as the country lead for the US government's PEPFAR program. The TL is responsible for USAID's investments in HIV/AIDS, Family Planning/Reproductive Health, and Social Marketing, which include five to seven activities, and an overall budget of approximately \$17 million annually. The TL directly manages the Agency's investments in HIV/AIDS and social marketing by serving as the Agreement Officer's Representative (AOR) for USAID's main bilateral social marketing and social franchising activity, Ghar Ghar Ma Swasthya (GGMS), implemented by Nepal Contraceptive Retail Sales (CRS). Moreover, the TL is

USAID's primary representative to the Global Fund to Fight AIDS, Tuberculosis, and Malaria (GFATM) and assists with the oversight of the GFATM's \$189 million investments in Nepal. In addition, the TL's secondary role is to serve as Activity Manager for USAID/Nepal buy-ins to several global USAID/Washington agreements, including for the Linkages (HIV/AIDS) through which and the SHOPS Plus (social marketing technical assistance) activities.

REQUIRED QUALIFICATIONS:

- a. **Education:** An advanced degree in social or behavioral sciences, health, public health, or other relevant field is required.
- b. **Experience:** Seven (7) to ten (10) years of prior senior-level experience in the field of HIV/AIDS and public health is required; prior work experience with USAID or another international agency is desired. Clearly-defined experience in program and fiscal management is required.
- c. **Post Entry Training:** Needs AOR/COR certification training, GLASS certification, technical training in public health, and USAID mandated/recommended other trainings.
- d. **Language Proficiency:** Level IV (fluent) in English and Nepali Language is required.
- e. **Knowledge:** Must possess an advanced knowledge of technical and programmatic public health issues in Nepal and the approaches to address them. Knowledge of evaluation methods, both quantitative and qualitative, is required. Knowledge and implementation of effective supervisory techniques is essential. Knowledge of strategies for conducting evidence-based program design, implementation, and monitoring is critical. The TL must also possess a detailed understanding of the Government of Nepal's bureaucracy, structure, and procedures so as to effectively advocate with senior-level technical counterparts.
- f. **Skills and Abilities:** Must possess the ability to establish and maintain effective working relationships with counterparts from USAID; USAID implementing partners; national- and sub-national- level Government of Nepal and non-governmental organizations. Must possess high quality analytical skills and the ability to assess ongoing public health interventions to evaluate their efficacy and efficiency. Demonstrated supervisory skills and experience, especially of other technical staff, are critical. The ability to communicate openly and effectively in English, both orally and in writing, is essential. Excellent interpersonal skills and an ability to work in a team environment is required. The TL is required to thoroughly understand Mission and Agency-specific policies and procedures which govern project activity management in addition to the mission-established administrative operating procedures, policies and mission orders. This work requires financial management, budgeting, contract management and specific technical skills. Given the TL's supervision of disparate fields of public health, she must possess a finely-honed ability to both absorb and understand highly complex information for multiple disciplines to manage significant operations.

A detailed job description for the position can be obtained by visiting USAID/Nepal's website at <http://www.usaid.gov/nepal/careers> or by requesting USAID/Nepal's Human Resources Office (USAIDNepalHR@usaid.gov).

Interested applicants should submit a cover letter and a resume - not to exceed 3 pages - and any other documentation that addresses the qualification requirements of the position as listed in the full job description. Please provide names of three references and their contact numbers and email addresses as well. Please send your application to the attention of USAID/Nepal Human Resources Office, U.S

Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to:
USAIDNepalHR@usaid.gov

Only short listed applicants will be contacted to participate in the hiring process.

USAID/Nepal is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Nepali society. We believe that social inclusion and diversity contribute to excellence. Applicants from disadvantaged castes, under-represented ethnic groups, and women are especially encouraged to apply.

CLEARED: HO: DAdhikari
APPROVED: EXO: SPhillips

DRAFTED: HR: RKafle